

COMMISSION FOR TEACHER PREPARATION AND LICENSING

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OFFICE OF THE EXECUTIVE SECRETARY



79-8050

March 27, 1980

TO: Credential Counselors, Analysts and
Personnel Directors

FROM: Peter L. LoPresti, Executive Secretary

SUBJECT: Application Fees

A change in policy regarding submission of application fees is being initiated because of a continuing problem with checks being received by CTPL more than 30 days after the issuance date. Policy dictates that these checks along with the application packets must be returned to the applicant with a request for a new check, and then must be re-entered into the processing cycle at a later date. This causes a needless delay for the applicant and additional processing workload for both the Commission and the agents of the Commission, i.e., the counties, districts, I.H.E.'s and L.E.A.'s.

Starting July 1, 1980, fees for credential applications sent through counties, districts, I.H.E.'s and L.E.A.'s must be in the form of either 1) a cashier's check or money order, or 2) one check covering all of the applications forwarded.

If an agency chooses to submit one check to cover all the applications, the amount of the check needs to balance with the credential applications or the entire packet will be returned. It is also suggested, in order to avoid possible errors, that the agency may want to consider preparing a list of the applicants included in the packet, and the fee amount being submitted for each. This will provide a record for the agency and for the Commission to check should there be a discrepancy. Hopefully, this will allow problems to be solved with a telephone call instead of requiring all the applications to be returned.

It should also be noted that several banks do not honor their money orders 4-6 months after the issuance date. The banks identified thus far are Security Pacific (4 months), Gibraltar Savings (6 months) and Citizens Savings (6 months).

Attached is a description of the manner in which application packets should be assembled. You can help us expedite the processing of applications if you could submit application packets in the order described.

Your assistance in this matter will be appreciated as always.

APPLICATION PACKET ORDER

The following is the appropriate way that applications should be assembled. If it is possible to conform to that order, it will be appreciated.

INDIVIDUAL APPLICATIONS

1. The cashiers check or money order placed in the upper left hand corner of the application.
2. The application.
3. N.T.E. exam scores.
4. The school district card.
5. Any sheets, 1/2 page or less.
6. Transcripts.
7. Miscellaneous material.
8. Fingerprint cards.
9. All 1/2 sheets, envelopes and cards should be placed vertically against the left side of the application.
10. One staple in the upper left hand corner of the application should be all that is required to secure the entire packet.
11. All of the above items need not be included in each application packet.

TWO OR MORE APPLICATIONS FOR ONE APPLICANT

1. Place the applications together with all supporting documentation behind in the order listed above.
2. Place the cashiers check, or money orders in the upper left hand corner of the application.

APPLICATION PACKETS WITH ONE COVER CHECK

1. Order the individual applications according to the instructions above.
2. Bundle the applications.
3. Place the cover memo (applicant names and fee amounts) on top of the applications.
4. Secure the check to the packet.